

# Nebraska Commission on Law Enforcement and Criminal Justice

OPERATING INSTRUCTION  
NUMBER 50 - 41

July 14, 2008

## TRAINING CENTER - STUDENT HEALTH, SAFETY AND BEHAVIOR EXPECTATIONS

**PURPOSE:** To prescribe student health, safety and behavior expectations and disciplinary procedures.

- (1) **SCOPE:** Applicable to all students who are attending or enrolled in a course at the Training Center or other Council-approved training course.
- (2) **GENERAL:** Center students differ in ages, education, physical characteristics, experience and specialization in law enforcement. To cope with this diversity and to ensure maximum benefit from training, it is necessary that all students conform to health, safety and behavior expectations and rules. It is also important that the students at the Training Center or attendees at Council-approved courses exemplify professionalism and sound moral character. This instruction will be provided to each student prior to attending the Center and reviewed the first day of each class for understanding. Extracts will be posted for easy reference.
- (3) **POLICY:** Health, safety and behavior problems will be reported to the Director or his or her designee for corrective or disciplinary action. Any grounds that indicate that the student is ineligible to attend training should be brought to the Director or his or her designee as soon as possible.
- (4) **BEHAVIOR EXPECTATIONS AND RULES:**
  - (a) Students are to exhibit mature behavior - with exemplary performance expected of experienced officers. Behavior that is disruptive to the learning process or detrimental to health and/or safety will not be condoned.
  - (b) Students are to
    - i. Be on time at Center activities,
    - ii. Participate in class discussion, and
    - iii. Complete all work assignments as scheduled.
  - (c) Unauthorized absences from instruction sessions, willful non-participation in class activities, disruption of class instruction, falsification of records or academic dishonesty (e.g. cheating on tests) will be matters for disciplinary action.

- (d) The Training Center doors will be locked Sunday through Thursday at 11:00 p.m. and students are required to be back in the Training Center at 11:00 p.m. unless prior arrangements have been made. Doors will be open each morning, including Friday at 7:00 a.m. On Friday, the Training Center normally will close at 5:00 p.m. except when classes are scheduled for that evening or the weekend or as authorized by the Director or his or her designee. The Training Center will be open Sunday at 5:00 p.m. for those returning from weekend leave or registering for the first time.
- (e) All basic class students will be required to wear the prescribed uniform for basic training classes. Students shall be responsible for purchasing a minimum of two sets of uniforms for basic training.

Appropriate footwear is required at all times. Suitable casual attire is permitted after normal business hours, 5:00 p.m.

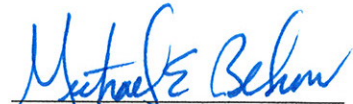
(5) **DISCIPLINARY PROCEDURES:** Except for being charged with a felony, disciplinary actions will be administered as follows:

- (a) The Director or his or her designee will consult with the student in private to clearly identify the violation and take appropriate disciplinary action. This may include
  - i. A verbal reprimand,
  - ii. A written reprimand,
  - iii. Suspension from the class, or
  - iv. Suspension from the Training Center.

If the penalty is suspension from the Training Center or suspension from class, the Director or his or her designee shall notify the student in writing and his/her employer by telephone call and in writing with a copy to the chairperson of the Council.

(6) **MISDEMEANOR OR ORDINANCE VIOLATIONS:** Conviction of these violations, other than minor traffic infractions, will be handled as in (5) above. A student who has a serious misdemeanor charge pending against him or her will not be permitted to attend courses at, or offered by, the Training Center or other Council-approved courses and will remain ineligible to attend such training until final disposition. A serious misdemeanor charge would be one that if convicted, would prohibit the student from entering basic certification training as outlined in Title 79 NAC, Chapter 8.

- (7) **FELONY CHARGE:** A student who has been charged with any felony will be immediately suspended from the Center and will not be permitted to attend courses at, or offered by, the Training Center or other Council-approved courses and will remain suspended until final disposition. The Director or his or her designee will provide written notification to the student of the suspension with a copy to the employer. Upon a court finding of not guilty, the student is eligible for readmission to the Center.
- (8) **CERTIFICATION STATUS:** A student who has had his or her certificate suspended or revoked will not be permitted to attend courses at, or offered by, the Training Center or other Council-approved courses and will remain ineligible to attend such training until final disposition has reinstated his or her certificate. A student who is under current revocation investigation or who has a formal revocation complaint filed against him or her as outlined by Title 79 NAC, Chapter 9 shall not be eligible to attend training at the Training Center or other Council-approved courses and will remain ineligible until final disposition of the revocation process.
- (9) **APPEALS:** Suspension from the Center may be appealed through the process outlined in Title 79 NAC Chapter 13.
- (10) **STUDENT ASSISTANCE:** Students experiencing problems or having complaints are to promptly report their concerns to the Director or his or her designee for assistance and/or corrective action.
- (11) **COMPLAINTS FORM THE PUBLIC:** The conduct of all students is to reflect favorably on themselves, their agencies and the Training Center. Complaints on students' conduct while away from the Training Center will be reported to the proper authorities.

  
Michael E. Behm  
Executive Director

---

Division: Training Center  
Supersedes: OI NO. 50-41 dated July 26, 1996